|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Frequency** | **Jan**  | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **OPERATIONAL REPORTS** |
| CEO report/update  | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
| Business proposals |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Strategic implementation |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Program reports* |
| Service delivery report | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
| Asset management report | Annual |   |   |   |   | x |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Finance reports* |
| Profit and loss | Quarterly | x |   |   | x |   |   | x |   |   | x |   |   |
| Balance sheet |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Cash flow forecast |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Audit reports |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Human resources reports* |
| Leave balances | Quarterly |   | x |   |   | x |   |   | x |   |   | x |   |
| Turnover | Bi-monthly | x |   | x |   | x |   | x |   | x |   | x |   |
| WorkCover | Monthly | x | x | x | x | x | x | x | x | x | x | x | x |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **GOVERNANCE** |
| Legislative compliance report | Bi-monthly | x |   | x |   | x |   | x |   | x |   | x |   |
| Policy review | As scheduled |   |   |   |   |   |   |   |   |   |   |   |   |
| Compliance reports |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Committee reports* |
| Audit and risk | Quarterly |   |   | x |   |   | x |   |   | x |   |   | x |
| Quality and safety | Quarterly |   | x |   |   | x |   |   | x |   |   | x |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| *Board*  |
| Strategic planning | Annual |   |   |   | x |   |   |   |   |   |   |   |   |
| Skills matrix | Annual |   |   |   |   |   |   |   | x |   |   |   |   |
| Training | Annual |   |   |   |   |   |   |   |   |   |   |   |   |
| Performance review | Annual |   | x |   |   |   |   |   |   |   |   |   |   |
| CEO performance and renumeration | Annual |   |   |   |   |   |   |   |   |   | x |   |   |